

Human Resource Consultant 4

\$4,114-\$5,395 plus a comprehensive benefits package

Agency Information

The Department of Corrections is seeking a highly motivated and qualified individual as a Human Resource Consultant 4. This position is located in Tacoma, Washington.

AGENCY PROFILE

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Administrative Services Division and Medical Services Department. The Department employs over 8,100 staff and has a biennial budget of approximately \$1.8 billion.

Agency mission: The Department of Corrections, in collaboration with its criminal justice partners, will contribute to staff and community safety and hold offenders accountable through administration of criminal sanctions and effective re-entry programs.

For additional information about the Department of Corrections, please visit www.doc.wa.gov.

Please note: In order to be considered for this position, you must complete the entire Application Wizard. For further details please refer to the "Application Process" section of this recruitment.

Duties

POSITION PROFILE

This position acts as the ADA/Reasonable Accommodation subject matter expert for employees and appointing authorities that require assistance and information.

Assists and recommends procedures that enhance management and staff to maintain up-to-date information as it pertains to Reasonable Accommodation issues.

Acts as subject matter expert by facilitating training in reasonable accommodation, sexual harassment, Americans with Disabilities Act and/or other topics relative to diversity laws and practices. Investigates internal/external complaints of discrimination, and prepare reports for findings for management, complainant and respondent under approval of Diversity Program Manager (DPM).

Act as employee relation liaison for daily, informal complaints that require urgent or immediate response from former and current employees.

Assist and recommend procedures that enhance management and staff to maintain a bias free and safe workplace in a culturally diverse work environment.

Assist the DPM in all phases of Affirmative Action program development, which includes the 2-year AA Plan, Annual Update, Quarterly Diversity and monthly reports and all special reporting of AA statistics used for agency reports and Federal requirements.

Consult with managers, supervisors, and staff to resolve issues of affirmative action and diversity. Provide advice and communicate agency goals, policies, regulations and other technical required information.

Maintain ongoing professional development by attending training programs in the area of civil rights, affirmative action, non-discrimination, investigations, complaint process, reasonable accommodation and procedures to keep management, supervisors and employees abreast of the law.

Oversee efforts of local Diversity Committees by providing information, guidance and technical support.

Ability to interpret policies, Civil Service Rules, Collective Bargaining Agreements and procedures.

Ability to adjust work schedule to meet organizational needs.

Ability to utilize mainframe computer databases, work processing applications, and electronic mail applications.

Ability to research, accumulate, organize and communicate technical information to the customer both orally and in writing, using various technologies such as telephone, electronic mail, computer equipment.

Ability to perform job duties at various locations (travel).

Ability to multi-task in a fast paced, deadline oriented environment.

Ability to develop, organize and deliver group presentations.

Ability to deescalate and listen to emotional/upset customers.

Ability to apply common sense understanding to carry out detailed but uninvolved instructions and to deal with problems involving a few variables.

Ability to perform very basic math skills including adding, subtracting, multiplying and dividing two digit numbers to perform the four basic arithmetic operations with money; to perform operations with units such as inch, foot, and yard; ounce and pound (or their metric counterparts).

Ability to write complex sentences using proper punctuation, and use adjectives and adverbs.

Ability to communicate in complex sentences; using normal work order with present and past tenses; using a good vocabulary.

Qualifications

REQUIRED KNOWLEDGE

Basic understanding of human resources functions. Knowledge of all related computer applications.

Understanding of human resources reporting and recordkeeping requirements. Demonstrated leadership skills to assess problems and propose actions and resources needed to accomplish changes. Exercise knowledge of human resource issues, leadership principles, organizational behavior; exercises conflict resolution, proactive intervention, and contract and negotiation skills. Demonstration of core competencies.

REQUIRED QUALIFICATIONS

This position requires that candidates have FOUR (4) years of broad-based professional human resources experience in the following areas: Interpretation and/or explanation of federal regulations, civil service rules, and human resource related policies; developing or presenting training or orientation on human resources related topics; representing the agency in grievances or appeals; workers compensation; reasonable accommodation; and consulting and advising management on human resource matters.

DESIRABLE QUALIFICATIONS

A Bachelor's degree, from an accredited college or university whose accreditation is recognized by the U.S. Department of Education and the Council for Higher Education Accreditation (CHEA), with a focus on business, human resources, social or organizational behavioral sciences, or related field and three years of broad-based professional human resources experience, including facilitating organizational development or change, and advising and consulting on human resource issues OR comparable education and/or experience.

Special Notes

Please consider the following when deciding whether to apply for this opportunity:

- > May work in excess of 40 hours a week to meet critical deadlines.
- > Must be able to travel to and work where there may be casual contact with offenders in and around the building.
- > All Department of Corrections' employees are fingerprinted for a criminal history background check
- > All DOC facilities are smoke and/or tobacco free

APPLICATION PROCESS

In order to be considered for this position, you must complete the entire Application Wizard; however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Application Wizard, scroll to the right of the page and use the arrows to go to additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email address and other contact information current.

For further information about managing your application and profile, please refer to "Manage Your Job Applications and Profile" link located under the "Tips and Help" heading within www.careers.wa.gov.

Other Information

Washington State Employees enjoy outstanding comprehensive benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; flexible work hours; training; and state retirement plans. For more information please visit:

<http://www.doc.wa.gov/jobs/benefitssummary.asp>

CORE COMPETENCIES

The Core Competencies for all Department of Corrections' employees are: Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, and Ethics and Integrity.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment, email tracy.wynder@doc.wa.gov.

How to Apply

For job seekers who are not permanent state of Washington employees:

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter ***20782*** and click on Start Search.
5. Click on the link **Human Resources Consultant 4 Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail Information@dop.wa.gov.